



**(616) 458-6606**

# ORDER FORM

## NEWSLETTER MAILING SERVICE

DATE

NAME

ADDRESS

E-MAIL

PHONE

### MY NEWSLETTER FILES

- I have uploaded files (list names below):

.pdf files are preferred. There is a \$8 fee to convert your file to PDF format.

Conversion instructions are located on our website.

### OTHER INSTRUCTIONS

- No proof is required
- Please send me a proof before printing  
 Email (jpg version)  US Mail (paper version)
- We ordered extra copies. Please mail them to us.
- Special Instructions: (You may include a separate sheet if it's easier)

### PAYMENT INFORMATION

- I have enclosed full payment
- Please invoice my church/mission agency  
(Please provide billing address)

- Please invoice me
- Please charge my credit card  
 Visa  Master Card • Exp. Date \_\_\_\_\_  
Card # \_\_\_\_\_  
(If you prefer, call our office to provide your credit card info. Ask for Joan)

#### How did you hear about MissionaryCards.com?

- Web search  A friend  My church  Mailed brochure  
 Mission Maker Magazine  Other: \_\_\_\_\_

### LETTER SIZED (8.5X11)

- Full color outside, black inside
- Full color, both sides
- Print, fold, address, tab & mail
- Print & fold only (shipping charges apply)

Print \_\_\_\_\_ newsletters @ \_\_\_\_\_ ¢ = \_\_\_\_\_

### LEGAL SIZED (8.5X14)

- Full color outside, black inside
- Full color, both sides
- Print, fold, address, tab & mail
- Print & fold only (shipping charges apply)

Print \_\_\_\_\_ newsletters @ \_\_\_\_\_ ¢ = \_\_\_\_\_

### TABLOID SIZED (11X17)

- Full color outside, black inside
- Full color, both sides
- Print, fold, address, tab & mail
- Print & fold only (shipping charges apply)

Print \_\_\_\_\_ newsletters @ \_\_\_\_\_ ¢ = \_\_\_\_\_

### FOLDING INSTRUCTIONS



- Convert your file to PDF \$8
- Shipping (\$8, for print & fold orders only) \$ \_\_\_\_\_

Add up your items for a grand total. We will send an invoice after you place your order. Full payment is due before we ship your completed order.

**TOTAL**

**TO COMPLETE YOUR ORDER, MAIL OR FAX THIS FORM TO:**  
MissionaryCards.com • 215 Logan Street, SW • Suite #200 • Grand Rapids, MI 49503 • Fax: (616) 458-6626

**DON'T FORGET TO UPLOAD YOUR FILES TO OUR WEBSITE.**